

# Backup and Recovery

## Backup and recovery from a backup at Metropolia



IT Services makes regular backups of e.g. network drives. On this page you will find information about what is backed up and when. You will also find instructions on recovering lost files. It is your responsibility to make sure that a cloud service and a computer hard drive are not the only places when you save your important files. More information on [saving files](#).

"Backup" or "making a backup" refers to the process of making a copy of a file and saving the copy. If the original file is lost or damaged, the file can be recovered from the backup.

At Metropolia, backups are made of all information essential to operation. This includes database backups and backups of whole server operating systems, which enable the recovery of all information and software installed in the system.

User specific files such as in the home drive (Z:) and in other network drives are backed up regularly. Individual users' e-mail messages are not backed up regularly. Instead, backups are made of e-mail databases every two weeks. Users can recover within 90 days e-mail that they have accidentally deleted.

Backups are not made of files saved on Metropolia workstations or laptops. For this reason saving backups on network drives is especially important.

Making and saving backups on removable media (USB sticks/drives, or DVD) is the users' own responsibility.

We recommend saving backups on network drives which are backed up regularly.

Depending on where the backup is saved, recovery is done by the user or by System maintenance staff.

- [Metropolia backup practice](#)
- [Recover deleted e-mail](#)
- [Restore files from a network drive](#)

[Varmuuskopointi ja varmuuskopioilta palauttaminen](#)